



CITY OF FALLS CHURCH

RECRUITMENT ANNOUNCEMENT

Electrical Plan Reviewer and Inspector

The City of Falls Church has a challenging opportunity in the Public Safety Department for an experienced professional. As a technical assistant, this position reports to the City Building Official.

Responsibilities:

- Reviews electrical construction plans; conducts electrical inspections;
- Ensures codes and policies compliance; prepares and maintains appropriate records and files;
- Performs electrical plan reviews and field inspections of residential, commercial, industrial and public facilities for compliance with Virginia Uniform Statewide Building Code including the Virginia Rehabilitation Code, the Virginia Maintenance Code and pertinent City regulations;
- Performs residential combination inspections for one and two family dwellings;
- Receives complaints in regard to defective construction and handles enforcement problems;
- Inspects existing buildings for hazardous conditions, or improper uses;
- Issues warnings and stop-work orders if necessary to areas where construction is not be made in compliance with regulations;
- Answers questions from private citizens, contractors and builders concerning code compliance issues;
- Documents inspections and plan reviews and provides other documentation consistent with division policy and record keeping;
- Schedules inspections daily and coordinates with other inspectors to maximize use of time;
- Attends meetings and conferences and testifies in court on code violation cases;
- Obtains and maintains pertinent State and ICC certifications and attends regular training;
- Coordinates with other Departments and Divisions within the City;
- Performs related tasks as required.

Qualifications:

- Graduation from college with degree in electrical engineering or electrical trade school and licensed by the Commonwealth of Virginia as an electrical plans examiner and electrical inspector and extensive experience in the building construction trade;
- Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected, of State building and related codes and laws and ordinances;
- Demonstrated ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in progress, to see color utility markings and distinguish conductor color coding, to contact building owners, contractors and the public and effect satisfactory working relationships;
- Demonstrated firmness and tact in enforcing building ordinances and codes;

- Must have extensive knowledge and familiarity with the Virginia Uniform statewide building codes and international codes;
- Valid Drivers License;
- Experience with MS Office Suite programs required (MS Word, MS Excel, MS Outlook);
- An equivalent combination of training and experience may be considered.

Hours: Monday through Friday from 8:30 a.m. to 5 p.m.

Salary & Benefits: \$45,000 - \$70,000 depending on qualifications. Includes comprehensive benefits package including health insurance, dental insurance, pension plan, deferred compensation plan, flexible spending account, college savings plan, life and long-term disability insurance, paid holidays, vacation and sick leave, free parking, credit union membership, and more. See www.fallschurchva.gov for additional information.

To Apply: Submit a resume or application to the City of Falls Church, Human Resources Division, 300 Park Avenue, Falls Church, VA 22046, or via e-mail at hr@fallschurchva.gov.

Reasonable Accommodation: During the selection process, applicants with disabilities may request reasonable accommodation with the agreement of the Human Resources Division. Requests should be directed to the Human Resources Division. The City of Falls Church does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.

All City Facilities Are Smoke Free

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